

CONFIDENTIAL

16 May 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
16 May 1975

1. Summer Interns: Fifty Summer Interns remain in process. Forty are now fully cleared. The Coordinator for Cooperative Programs met with Office of Security officers to attempt to ensure that the remaining 10 Summer Interns are cleared in a timely manner.

2. Response to Housing Notice: We have received 29 replies from Agency employees in response to our Notice on housing for Summer Intern and Co-op students.

3. Summer Only Program: Thirty-seven Summer Only applicants entered on duty on Thursday, 15 May 1975.

4. Personnel Officers' Meeting: The Personnel Officers' Meeting was held on 14 May at 10:30 a.m. in the auditorium. Speakers included [REDACTED] on the single ceiling concept, [REDACTED] on FY 1975-76 requirements and recruitment, and [REDACTED] on FOIA as it impacts on OP.

5. Audit Staff Review: The Audit Staff has continued its review of the designation of employees as exempt or non-exempt under the Fair Labor Standards Act. Most problem areas have now been resolved.

6. Regulations: We prepared and forwarded to RCB for publication a second revision of a Headquarters Notice on Personnel Qualifications Records System.

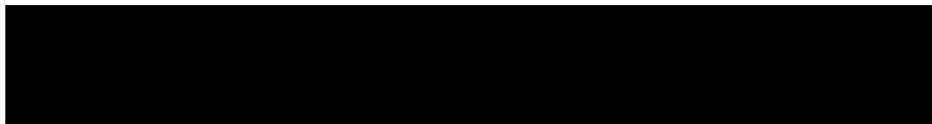
7. Rehired Annuitants: I approved the following rehired annuitant cases for the Directorate of Administration:

[REDACTED]

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8. Savings Bonds Program: The report for the first week of the Agency's Savings Bonds campaign shows 67 new signers and 42 employees increasing their allotments.

9. HHE Shipments from Vietnam: Arrangements have been made through the U.S. Dispatch Agent in San Francisco to divert 12 sea/land vans of Saigon HHE's to Baltimore for clearance and forwarding to the Washington area. Unaccompanied baggage shipped directly from Vietnam is arriving in the Washington area. That baggage shipped to Hong Kong for transshipment has not yet begun arriving in any quantity.

10. Awards:

a. On 9 May 1975, we approved 17 minimal awards, 10 cash awards totaling \$825 and seven Certificates of Appreciation.

b. On 9 May 1975, the Special Panel of the Suggestion and Achievement Awards Committee reviewed 12 cases; five were declined with a letter of thanks and the Panel recommended approval of five suggestion cases totaling \$2,135 and two exceptional accomplishment awards totaling \$4,000.

Coming Events:

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1. [REDACTED] of our Staff Personnel Division plan to visit Gallaudet College next week to explore a number of areas in which we need advice and assistance in dealing with our 10 or so deaf and hard-of-hearing employees and to give [REDACTED] an orientation tour of Gallaudet facilities.

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2. A group of Agency reservists will spend Saturday, 17 May, on the pistol range at Fort George G. Meade in Maryland.

F. W. M. Janney
Director of Personnel

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